

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Table of Contents

Overview	2
Introduction	2
Types of Travel Charge Cards	2
Agency Participation	2
Provider	2
Role Definitions	3
Policy	4
Agency Responsibility	4
Travel Program Administrator Responsibilities	5
State Rental Car Contract	7
Improper Use	7
Compliance Failure	8
Procedures	9
Process	9
Closing Accounts	11
Delinquent Balances	11
Individual Travel Cardholder	12
Agency Travel Cardholder	13
Statement and Remittance	13
Management Information Reports for Monitoring	14
Forms	16
MasterCard Corporate Card Application	16
Agency Travel Card	17
Corporate (Travel) Card Employee Agreement	18
Agency Travel Card Employee Agreement	19
Annual Cardholder Review Certification	20
Annual Supervisor/Reviewer Training Certification	21
Annual Travel Cardholder Training Certification	22
Records Retention	23
Maintenance	23
DOA Contacts	23
Contacts	23
Department of General Services Contacts	23
Contacts	23
Subject Cross Reference	24
References	24

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Overview

Introduction Travel charge cards provide traveling employees with a means of charging expenses incurred while **conducting official State business only**, thereby reducing the need to issue cash travel advances.

Travel cards can also be used to pay for business meals while not in travel status. All policies regarding business meals must be met in order to use the Travel Card.

Types of Travel Charge Cards There are two types of Travel Cards as follows:

Individual Liability Travel Cards where all charges made using this State-sponsored charge card are the employee's responsibility and payable in full each month regardless if you have been reimbursed for the expenditures.

- Typically, employees who travel overnight at least twice per year are issued cards. Agencies can issue travel cards to individual's that travel less as long as the card does not remain inactive for more than 12 consecutive months. Noncompliance with travel charge card policies by cardholders is grounds for revocation of card privileges without alternate Travel Cash Advance privileges.

Agency Liability Travel Card is only to be used for airline purchases. This bill comes to the agency and is paid monthly by the agency.

Agency Participation All Travel Charge Card services must be obtained through agency participation in the Statewide contract administered by the Department of Accounts (DOA).

An agency interested in participating in the Travel Charge Card Program (TCC) should contact DOA's Charge Card Administration Team at 804-371-4350, or cca@doa.virginia.gov to obtain the necessary forms and information on joining the program.

Provider GE MasterCard is the State's travel charge card provider.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Overview, Continued

Role Definitions **Travel Card Program Administrator (Program Administrator)** —This individual is registered with GE MasterCard as the only person authorized to make changes (e.g., add or cancel cards) for the Travel Charge Card (TCC) program at the agency. The Program Administrator is designated by the agency head or their designee authorizing officer using a Program Administrator form.

Department of Account's Charge Card Administration Team—These individuals are responsible for monitoring and reporting on statewide activities for the TCC. The team receives and processes agencies' Program Administrator forms, provides statewide training, and resolves programmatic issues with GE MasterCard on behalf of the Commonwealths' agencies and institutions.

GE MasterCard Commonwealth of Virginia National Account Manager —This individual is assigned to the Commonwealth's program and represents GE MasterCard in all activities related to the administration of the travel card contract. This individual works with DOA's Charge Card Administration Team on activities including initial program sign-up and training, management information assistance and research, participation in statewide training programs, and problem resolution.

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Policy

Agency Responsibility

The following functions denote agency responsibility for the maintenance of its Travel Charge Card Program.

Function	Description
1	Designate a senior fiscal or administrative staff member as the Travel Card Program Administrator (TPA) and a backup. This person is responsible for issuing cards to employees and for canceling and returning cards of terminated employees or employees who are delinquent on their GE MasterCard Travel account.
2	Determine which employees should receive a travel charge card. <u>Typically, employees who travel overnight at least twice per year are issued cards.</u> <i>Travel cards can be issued to individuals who travel less frequently, as long as the card does not remain inactive for more than 12 consecutive months.</i>
3	Coordinate applications for both the employee Travel Card and the Agency Travel Card (ATC).
4	Ensure all employees with a travel charge card are reimbursed for their travel expenses per CAPP Topic No. 20336, <i>Agency Travel Processing</i> , and by using Electronic Data Interchange. The affected Cabinet Secretary must approve all exceptions to this requirement. (See DOA Contacts for EDI information.)
5	As a component of the charge card program, establish cash advance programs on the Travel Card if necessary, which are subject to adequate internal controls and cost effectiveness. As with all charges on the card, the cardholder is liable for cash advances and they are included in the travel card bill for the employee.
6	Limit travel cash advances for cardholders to the minimum amount necessary for out-of-pocket expenses. This amount should not exceed a reasonable allowance such as \$25 per day.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Policy, Continued

Agency Responsibility (continued)

Function	Description
7	Process promptly the cardholder's <i>Travel Expense Reimbursement Voucher</i> so that the cardholder has funds to pay the charge card bill within GE MasterCard's timeframe.
8	Review travel charge card reports monthly to— a) ensure cardholders are paying their balances timely and using travel charge cards for appropriate expenses incurred while conducting official State Business; and, b) identify cardholders that have not utilized their travel charge cards in the previous 12 months.
9	Revoke charge card privileges without alternate cash advance privileges for employees who a) do not pay timely, b) use travel charge cards for personal purchases; or c) whose account has remained inactive for 12 months.

Travel Program Administrator Responsibilities

It is the responsibility of the Agency Travel Program Administrator to perform the following tasks.

Task	Activity
1	Provide a copy of the CAPP Manual Topic 20360, <i>Travel Charge Card</i> , to the employee receiving the travel charge card.
2	Advise the employee and the employee's supervisor of the following: a) GE MasterCard travel charge card should be used for appropriate business travel expenses or for valid business meals while not in travel status only; and, b) payment on the card is required in full each month, regardless if there are any disputed charges and/or if they have been reimbursed by the agency for their expenses. GE MasterCard or the vendor will credit the account once the issue is resolved.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007

Policy, Continued

Travel Program Administrator Responsibilities (continued)

Task	Activity
3	Advise the Agency Travel Card (ATC) cardholder and their supervisor the card is only to be used for airline purchases; it is an agency liability card and, therefore, the agency is liable for all charges on the ATC.
4	Monitor agency cardholder activity monthly for the following: <ul style="list-style-type: none"> • delinquent payments • inactive cards • inappropriate purchases
5	Report infractions to the agency management.
6	Take appropriate action when corrective action is not taken by the cardholder and/or cardholder's supervisor.
7	Complete annual online TPA training and ensure supervisors/reviewers of the Agency Travel Card complete the annual online training as well.
8	Ensure all new cardholders take the new cardholder online training and existing cardholders take the refresher online training.
9	Validate cardholder name changes against a legal document before a name change is processed.
10	Complete the Annual Cardholder Review Certification for the Agency Travel Card.
11	Maintain current contact information with DOA for— <ul style="list-style-type: none"> • Program Administrators and backups • Fiscal contacts
12	Obtain a signed Employee Agreement each time a card is renewed.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Policy, Continued

Travel Program Administrator Responsibilities (continued)

Task	Activity
13	<p>Submit annually by June 30th the following:</p> <ul style="list-style-type: none"> • Annual Travel Cardholder Training Certification—All travel cardholders have completed training
14	<p>For agencies with the AIRLINE TRAVEL CARD, submit annually by June 30th the following:</p> <ul style="list-style-type: none"> • Annual Airline Travel Card Review Certification—Analysis has been completed on all Airline Travel cards to ensure both the transaction limit and monthly limits are appropriate for the transaction volume. • Annual Supervisor/Reviewer Training Certification—All supervisors or reviewers of the Airline Travel Card have completed their training.

State Rental Car Contract

Employee Liability Travel Cards can be used as the form of payment of any rental in Virginia on the State Rental Car Contract with Enterprise Rental Car. This contract was awarded by Department of General Services, Office of Fleet Management.

Agencies may have alternate arrangements with Enterprise on the payment of the rental on the State Rental Contract. Please check with your Agency's Transportation Officer designated by Department of General Services, Office of Fleet Management.

Improper Use

Improper use of any travel charge card includes, but is not limited to:

- use for personal purchases not incidental to a business purpose, such as movies, utility bill, home and garden supplies, etc.,
- failure to promptly apply reimbursements for charged business expenses to the account, and
- failure to pay the bill in full each month by the due date.

Travel Program Administrators are expected to promote and enforce compliance with this policy.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Policy, Continued

Compliance Failure

Failure to comply with any of the provisions of these policies and procedures in this topic may result in—

- notice to the cardholder outlining the violation;
- report of violation to:
 - Travel Program Administrator,
 - Cardholder's supervisor,
 - Division Manager or Department Head;
- closing of the account, in which case the Travel Program Administrator will notify the cardholder's supervisor who will be responsible for ensuring the full payment of the account balance is made and collecting the travel card.

Note: Failure to comply with the provisions of this policy may result in disciplinary action **including but not limited to possible termination of employment.**

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Procedures

Process

The following table shows the process for issuing a Travel Charge Card.

Stage	Description
1	<p>There are two different applications:</p> <ul style="list-style-type: none"> a) Individual Travel Card— individual liability b) Agency Travel Card (ATC)—agency liability <p>The employee requesting a travel charge card</p> <ul style="list-style-type: none"> • completes the applicable travel application; • obtains Supervisor approval; and, • submits the application to the Travel Program Administrator.
2	<p>The Travel Program Administrator (TPA) verifies the application request—</p> <ul style="list-style-type: none"> • Meets the policy requirements; • Contains the employee signature, signifying his understanding of his responsibilities while using a Commonwealth of Virginia travel charge card or Agency Travel Card (ATC); and, • Contains the employee's supervisor signature.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Procedures, Continued

Process (continued)

Stage	Description
3	<p>Upon approval of the travel application by the Travel Program Administrator (TPA), the agency requests the GE MasterCard.</p> <p><u>The TPA will do the following:</u></p>

IF the agencybeen set up for Net Apps [GE's online application tool], THEN the TPA applies for the card via...
Has	<p>Net Apps [GE's online application tool.]</p> <p>Note: There are different logons for the Travel card types—Employee Liability and Agency Liability.</p>
Has Not	<p>submission of a “Turbo File” (i.e., formatted Excel spreadsheet) via an e-mail to DOA at cca@doa.virginia.gov.</p> <p>Note: There is a Turbo file for each of the different card types. These files can be obtained from the DOA Charge Card Administration Team. The TPA—</p> <ul style="list-style-type: none"> • Ensures all required fields are completed in the Turbo File according to the instructions provided. • Ensures the Travel Card Employee Agreement is signed for Individual Liability cards and the Agency Travel Card Employee Agreement is signed for the ATC cardholders. • Provides the employee requesting the travel card with a copy of travel charge card policy and procedures as well as the location of the online cardholder training.

4	GE MasterCard processes the request and upon approval issues the travel charge card directly to the employee— unless otherwise requested during agency implementation.
---	--

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Procedures, Continued

Closing Accounts

It is each supervisor's responsibility to retrieve travel charge cards from employees at termination or card revocation and destroy the card (preferably in the employee's presence). The Travel Program Administrator must complete the steps in the following table to close the account.

Step	Action
1	Cancel travel charge card on line via SAM and linking to Net Service or by calling GE's COV Team at 1-866-843-1368 option 1.
2	Identify cardmember's unbilled and unpaid charges through SAM and linking to Net Service.
3	For individual liability travel cards, preferably collect the outstanding GE MasterCard balance through the employee's supervisor or during the employee's exit interview. Alternatively, a letter to the cardholder should be sent to the address of the employee reminding them of their obligation to pay the outstanding balance.
4	Verify that payment has been made to GE MasterCard. Note: Termination of employment does not eliminate the Program Administrator's responsibility to monitor payments to ensure the balance is cleared.

Delinquent Balances

If there is a delinquent balance remaining on the account after the employee leaves the state agency, institution, or public body, the account will be placed in GE MasterCard collections upon 181 days delinquent and will be reflected on the cardholder's personal credit report.

Travel Program Administrators receive e-mail notification from DOA approximately every two weeks for all delinquent travel cards for their agency. If an agency does not have delinquent accounts, it will not receive an e-mail notification.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Procedures, Continued

Individual Travel Cardholder

It is the responsibility of the **Individual Travel Cardholder** to:

- be employed as a State employee which includes full time, wage and P-14 positions.
- have an annual salary of at least \$15,000;
- use the travel charge card for reimbursable travel expenses only while conducting official State government business in accordance with CAPP Topic No. 20335, *State Travel Regulations*;
- use the travel charge card for reimbursable meal expenses while conducting official State government business while not in travel status;
- ensure all travel expenses charged to the card comply with the current State travel regulations. Exceptions include only personal expenses that cannot be reasonably separated from reimbursable expenses such as a personal phone call included in a lodging bill or a spouse's dinner included in a restaurant bill. Such expenses must be paid **in full** from the cardholder's personal funds within the payment terms specified by GE MasterCard.
- retain actual receipts for charge card purchases; travel expense reimbursements will not be made from charge card statements or tissue receipts;
- submit a Travel Expense Reimbursement Voucher to obtain State reimbursement upon completion of travel;
- receive travel charge card bills and pay card balances **in full** upon receipt of the monthly statement; (Any late fees or finance charges are the responsibility of the cardholder.); and
- sign a new Employee Agreement every time a renewal card is issued, or at least every two years.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007

Procedures, Continued

Agency Travel Cardholder

It is the responsibility of the **Agency Travel Cardholder** to:

- use the Agency travel card for approved airline expenses while conducting official State government business;
- ensure that all travel expenses charged to the card comply with the current State travel regulations;
- maintain a log to record all purchases on the card as they are made on the log for reconciliation when the statement arrives;
- retain official receipts for charges made on the card;
- sign a new Employee Agreement every time a renewal card is issued, or at least every two years.

Statement and Remittance

GE MasterCard travel charge card statements are sent monthly to each employee cardholder with a balance. GE MasterCard charge card balances must be paid **in full** upon receipt of the statement.

In addition, cardholders can view their monthly statements online by accessing *GE Net Services for Cardholders*.

The web address is www.genetservice.com.

To obtain a NetService for Cardholders guide please contact DOA's Charge Card Administration Team at cca@doa.virginia.gov.

For both the Individual Liability and Agency Travel Cards, minimum or partial payments are not permitted.

For **individual travel cardholders**, it is the cardholder's responsibility to stay within the established limits and to pay the balance **in full** upon receipt of the monthly statement regardless if they have received reimbursement for their travel expenses.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Procedures, Continued

Agency Travel Cards must be paid by each agency monthly for receipt by GENo later than the 8th of each month following cycle close.

Agencies must use:

Vendor ID 061301495 and a suffix of 50

to ensure the payment is sent via EDI to GE MasterCard.

Agencies are to use a Type 3 Batch with

- a) Trans Code 334 for debits **with no due date** or
- b) Trans Code 149 for credits.

The master account number must be in the Invoice Description field to ensure proper and timely posting.

Cycle dates for the Travel Card Program are listed on DOA's Travel Card Program website:

http://www.doa.virginia.gov/Payroll/Charge_Card/Travel_Charge_Card_Program.cfm

Individual Travel Cards are to be paid by the individual cardholder regardless of being reimbursed by the agency for the expense. Payments may be made to GE MasterCard by mail, telephone or online through *GE Net Service for Cardholders*.

Disputed charges must be reported to GE MasterCard via GE Net Services or completion and mailing of the form provided on the back side of each statement. Note: online disputes are generally resolved in a quicker manner than those submitted in writing. Disputes can be made by the cardholder or by the Travel Program Administrator.

Management Information Reports for Monitoring

GE MasterCard provides agencies detailed management information reports to enable Travel Program Administrators to monitor

- cardholder usage,
- policy compliance, and
- frequency of vendor usage.

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Procedures, Continued

Management information reports available through GE's Strategic Account Management (SAM) system include but may not be limited to:

- Monthly Issuance/Cancellation
- Cardholder Listing
- Cash Advance
- Delinquency History
- Cardholder Activity Report

Travel Program Administrators can use **SAM** for access to online reporting.

SAM is a secure, password protected system which provides electronic versions of standard reports and data files. Data reflected in these reports and data files will be available from 24 to 48 hours of the transaction date.

To obtain logon information for SAM —

Program Administrators automatically get access to SAM. For other staff, a Strategic Account Management Request Form must be completed. This can be found on DOA's web site at

http://www.doa.virginia.gov/Payroll/Forms/Charge_Card/Charge_Card_Forms_Main.cfm

Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007

GE MasterCard Corporate Payment Services

MasterCard Corporate Card Application ALL INFORMATION REQUIRED

Employee: Please print clearly and completely. Incomplete applications cannot be processed.

Cardholder's Name (First, Middle Initial, Last)	Social Security Number
Street Address	Home Phone Number ()
City, State, Zip Code	Business Phone Number ()
Mother's Maiden Name	Date of Birth

CARD HOLDER AGREEMENT (PLEASE READ PRIOR TO SIGNING)

I request that GE Capital Financial Inc. issue a Corporate GE MasterCard (Corporate Card) to me. I understand and agree that the Corporate Card must be used only in accordance with the GE Capital Financial Inc. Corporate cardholder agreement (the "Cardholder Agreement") to be provided with the Corporate Card and with the Travel Policy of the Commonwealth of Virginia sponsoring this card program (the Company"). I agree to surrender the Corporate Card and discontinue use immediately upon request or upon termination of my employment for any reason. I agree to be bound by the Cardholder Agreement and I will sign the Corporate Card as soon as I receive it. My use of the Corporate Card will also indicate my acceptance of the Corporate Card and the terms of the Cardholder Agreement. I understand that any use of the account number without the Corporate Card, however initiated, shall also be deemed to be use of the Corporate Card and acceptance of the Cardholder Agreement. I understand and agree that the Corporate Card is only for authorized business purposes of the Commonwealth of Virginia and not for personal, family or household purposes. I am solely responsible for payment of the card regardless if I have received reimbursement.

I understand and agree that all information relating to me and/or my Corporate Card Account may be shared with the Commonwealth of Virginia to assist them in maintaining their records, managing business related expenses and coordinating collection efforts, among other things. I understand and agree that this information will not be kept confidential from the Commonwealth of Virginia.

Federal law requires us to obtain, verify, and record information that identifies you when you open an account. We will use your name address, date of birth and tax identification number for this purpose.

Cardholder Signature Signed	Date
Supervisor Signature	Date

To be filled out by the Program Administrator

Agency Name and Agency Number			
Credit Limits: _____ (*not to exceed \$5,000 w/o DOA approval)		Fixed Cash Limit: _____ (*not to exceed \$500 w/o DOA approval)	
Cardholder Profile - Retail Limits (please check one)			
<input type="checkbox"/> \$0 (ETA0000)	<input type="checkbox"/> \$50 (ETA0050)	<input type="checkbox"/> \$250 (ETA0250)	<input type="checkbox"/> \$500 (ETA0500)
Cannot exceed \$500 w/o DOA Approval			
Program Administrator – Authorizing signature for card issuance			
Program Administrator Name (first, Middle Initial, Last)	Office Number (Area Code, Phone Number)	Email Address	
		Fax Number	
Program Administrators Signature		Date Signed	

Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007

GE MasterCard Corporate Payment Services

Agency Travel Card

ALL INFORMATION REQUIRED

Please print clearly and completely. Incomplete applications can not be processed.

Cardholder's Name (First, Middle Initial, Last)	Social Security Number (Security Code) (Agency number followed by all 9's)
Street Address	Business Phone Number ()
City, State, Zip Code	Agency Name
E-mail Address	Agency #

To be filled out by the Program Administrator

Standard Spending Authorization Parameters

Credit Limits: _____ (*not to exceed \$5,000 w/o DOA approval)	Single Purchase Limits: _____ (*not to exceed \$5,000 w/o DOA approval)	
<i>Hierarchy Level:</i>		
Level 1: 03000	Level 2: _____	Level 3: _____
<i>Program Administrator – Authorizing signature for card issuance</i>		
Program Administrator Name (first, Middle Initial, Last)	Office Number (Area Code, Phone Number)	
Email Address	Fax Number	
Program Administrators Signature	Date Signed	

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Commonwealth of Virginia
Agency Travel Card
Employee Agreement

I, _____, acknowledge receipt of a GE MasterCard Agency Travel Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable tool to purchase travel related items and will be making financial commitments on behalf of myself and will strive to obtain the best value for the agency.
2. I understand that my agency is liable to GE MasterCard for all authorized charges made on the Card.
3. I agree to use this Card for official state business travel only and agree not to charge personal purchases. I understand that my agency will review the use of this Card and the related management reports and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
5. I agree to return the Card immediately upon request or upon termination of employment (including retirement).
8. If the Card is lost or stolen, I agree to notify the Travel Program Administrator and GE MasterCard immediately.

Employee Signature/Date

Agency Number

Supervisor's Signature

Date

Program Administrator's Signature

Date

Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007

Agency Travel Card Program

Annual Cardholder Review Certification

MEMORANDUM

TO: Charge Card Administration
Department of Accounts

FROM: _____, Travel Program Administrator

Agency: _____

Agency Number: _____

SUBJECT: **Annual Airline Travel Cardholder Review**

I have completed my agency's Annual Agency Travel Card cardholder review for the period of [Month] [Day], [Year] to [Month] [Day], [Year]. I have reviewed each supervisor's review of their cardholders for appropriate transaction and monthly limits as well as the volume of transactions over the last year. If there were any cardholders whose accounts needed a change such as they no longer had a need for a card, their cards were cancelled; or transaction and/or monthly limits needed adjusting, they were adjusted per State guidelines. Any limits needed above State Guidelines, were requested of DOA.

Number of Cardholders _____ Number of Cards _____

Signed by the Travel Program Administrator:

Signature: _____

Typed Name: _____

Title: _____

Date: _____

Please fax completed form to:

Attention: Charge Card Administration at (804) 786-9201

Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007

Charge Card Program

Annual Supervisor/Reviewer Training Certification

MEMORANDUM

TO: Charge Card Administration
Department of Accounts

FROM: _____, Program Administrator

Agency: _____

Agency Number: _____

SUBJECT: **Annual Supervisor/Reviewer Training**

I certify that all employees who review any Purchase Cards or Agency Travel Card monthly reconciliations have completed the required 2007 Supervisor/Reviewer Training. I have maintained on file written documentation as proof from these individuals as required. I understand that it is my responsibility to ensure that all new staff who will have the Supervisor or Reviewer role complete this training.

Number of Cardholders _____

Number of Supervisors/Reviewers _____

Purchase Cards _____ or Agency Travel Cards _____

Signed by the Program Administrator:

Signature: _____

Typed Name: _____

Title: _____

Date: _____

Please fax completed form to:

Attention: Charge Card Administration at (804) 786-9201

Travel Charge Card Program

Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007

Annual Travel Cardholder Training Certification

MEMORANDUM

TO: Charge Card Administration
Department of Accounts

FROM: _____, Travel Card Program Administrator

Agency: _____

Agency Number: _____

SUBJECT: **Annual Travel Cardholder Training**

I certify that all employees who are travel cardholders have completed the required 2007 Travel Cardholder Training specifically all new Travel cardholders have taken the New Cardholder Training and existing Travel cardholders have taken the Refresher Travel card training. I have maintained on file written documentation as proof from these individuals as required. I understand that it is my responsibility to ensure that all new staff who become travel cardholders complete this training.

Number of Cardholders _____

Signed by the Travel Card Program Administrator:

Signature: _____

Typed Name: _____

Title: _____

Date: _____

Please fax completed form to:

Attention: Charge Card Administration at (804) 786-9201



Volume No. 1—Policies & Procedures	TOPIC NO. 20360
Function No. 20000—General Accounting	TOPIC TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting	May 2007



Records Retention


Maintenance Copies of travel-related documentation are to be maintained on file in each agency for 3 years. Agencies and institutions participating in the Decentralization of Financial Records must maintain original documentation for a period of 3 years.



DOA Contacts

Contacts

Travel Charge Card
 (804) 371-4350
 FAX (804) 786-9201
 CCA@doa.virginia.gov
http://www.doa.virginia.gov/Payroll/Charge_Card/Travel_Charge_Card_Program.cfm


GE MasterCard - Commonwealth of Virginia
Program Administrators Only
 866-843-1368
 o Option 1 – CRR’s
 o Option 3 – Help Desk
 Cov.crr@ge.com

Travel Cardholders
 866-834-3227

EDI Employee Enrollment Information
 (804) 225-2713
 edi@doa.virginia.gov
http://www.doa.virginia.gov/General_Accounting/EDI/EDI_Main.cfm

Department of General Services Contacts

Contacts

Department of General Services, Office of Fleet Management
 (804) 367-6525
 FAX (804) 367-8987
<http://fleet.dgs.virginia.gov/>

Volume No. 1—Policies & Procedures	TOPIC NO.	20360
Function No. 20000—General Accounting	TOPIC	TRAVEL CHARGE CARD
Section No. 20300—Cash Disbursements Accounting		May 2007

Subject Cross References

References

CAPP Topic No. 20310—*Expenditures*
 CAPP Topic No. 20330—*Petty Cash*
 CAPP Topic No. 20335—*State Travel Regulations*
 CAPP Topic No. 20336 – *State Travel Processing*
